

**Board of Trustees of the Peter White Public Library
Regular Board Meeting
Minutes
April 20, 2021**

A regular meeting of the Board of Trustees of the Peter White Public Library was held on Tuesday, April 20, 2021, via Zoom Video. The Meeting was called to order by President Anne Donohue at 5:02 pm.

Members Present: Anne Donohue, President; Patrick Myron, Secretary; Steve Schmunk, Member. Carol Steinhaus, Member, joined the Meeting at 5:14 pm. Andrew Dallar, Member, joined the Meeting at 5:20 pm.

Library Staff Present: Andrea Ingmire, Library Director; Bruce MacDonald, Assistant Director/IT Head; John Povey, Facilities Manager; Rick Orr, Finance Director; Amy Salminen, Circulation Department Head; Samantha Ashby, Adult Services Department Head; Brett Hubbard, Administrative Assistant

TAC Representatives Present: Beth Linna, Skandia Township; Tom Bronken, Marquette Township

The Agenda was approved as presented on a motion by Myron and seconded by Schmunk. The motion is approved 3-0.

The Minutes of the March 16, 2021 Board Meeting were approved as presented on a motion by Myron and seconded by Schmunk. The motion is approved 3-0.

Special Presentation – John Povey, Facilities Manager

Povey updated the Board on recent and upcoming projects, including:

- Sprinkler/irrigation systems repair
- Sneeze guard replacement at service desks
- Face-lift on the Third St. garage – siding repair and painting
- Installation of a rain collection irrigation system for the Native Garden
- Preventive maintenance by ACC beginning 4/21/21

Public Comment – No comment was given at this time.

TAC Report

Beth Linna, Skandia Township – Linna reported that Skandia Twp. has done ok throughout the COVID pandemic. The Township's one restaurant closed only once time due to COVID. Linna is on the Township Planning Commission and they are currently working on moving forward with a blight ordinance. She will attend the Township Meeting on 4/21.

Financial Reports and Approval of Bills: Orr addressed questions and comments related to the bills and financial reports. A motion was brought by Dalian and seconded by Myron to approve the bills for March 2021 in the amount of \$189,811.37. Motion is approved 5-0.

Board Action Items

- A. **MGT – 5 Computer and Internet Access and Use Policy**
- B. **MGT – 5.1 Internet for Patron Provided Equipment Policy**
- C. **MGT – 1 Confidentiality of Library Records**
- D. **MGT – 2 Records Retention Policy**
- E. **MGT – 3 Security Camera Policy**

On a motion by Steinhaus and seconded by Dalian, the Board of Trustees of the Peter White Public Library moves to consider and vote to approve policy A, B, C and E as listed above in one vote. Approval of Policy D is tabled until May's meeting. The motion is approved 5-0.

- F. **CIRC – 1 Library Card Policy** – First reading; no action taken this month.
- G. **CIRC – 3 Collection Use Policy** – First reading; no action taken this month.
- H. **CIRC – 4 Interlibrary Loan Policy** – First reading; no action taken this month.
- I. **CIRC – 2 Library of Things (policy update)** – First reading; no action taken this month.
- J. **LIB – 4 Small Group Study Room Policy (policy update)** – First reading; no action taken this month.

Public Comment – No comment was given at this time.

Old Business – None

New Business/Board Member Comment

- a. **Andrew Dalian's Last Meeting** – Dalian expressed how much he enjoyed serving as a Board member since 2014. Donohue thanked Dalian for his service on the Board, along with Steinhaus and Myron, and all expressed their pleasure in working with him.
- b. **Trustee Manual – 2021 Edition, Chapter 3 Review**
No questions or comments were raised.

Standing Reports

It was noted that there is not a Development Director's report in this board packet. No other questions or comments on Standing Reports were raised.

The meeting adjourned at 6:34 pm.

Respectfully Submitted,



Patrick Myron
Secretary